**Minutes of The Students’ Union at UWE Board of Trustees**

**20th March 2018 – 5.30pm**

**Present:** Conflicts of interest – ZC agenda point 8/18

**Trustees:** Zain Choudhry President & Chair

**`** Jamie Jordon VP Education
Sian Hampson VP Community & Welfare

Bahkai Wynter VP Societies & Communications

Erin Mills VP Sports & Health

Sarah Bolt (Eden) External Trustee

 David Osborne External Trustee

 Clare Davidson External Trustee

Chris Clements External Trustee

William Omoma Student Trustee

**Apologies:** Mariam Amini Student Trustee

**In attendance:** Tim Benford CEO

**01/18** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 5th December 2017.

**02/18**  **Action points from previous meeting:**

*Action* – TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support with execution/delivery **(ongoing)**

*Action –* TB to create KPI’s in line with strategic planning for the October meeting. **(ongoing)**

*Action* – AE to develop a WO job description **(ongoing – reassigned to JJ)***Action* – TB/DO to update and represent to F&GP **(complete) (Risk Register)**
*Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB create KPI’s for approval pre March meeting (**framework complete signoff June**)*Action –* TB/MW to produce outcome scenarios **(complete)***Action* – TB to pass results to WH to communicate with idea holders. **(complete)***Action* – WH to work with DPC on chairing and awareness of risks. **(complete – change of DPC role)**
*Action –* TB/JJ to review format **(ongoing – tasked to incoming team)**

**03/18** **Strategic Planning Update:**

The Board received the finalised website presentation and noted and approved the progress for KPI as Global KPI’s and approval June meeting 2018.

The Board approved the new sub sections and will approve the KPI’s out of meeting early 2018.

*Action* – TB KPI action ongoing

**04/18** **Finance update – Block Grant, Pension, Cash Flow and Budgets:**

The Board approved the proposed abridged Block Grant paper for submission to the university.

The Board had in depth discussions on the issue raised by the SUSS Pension Trustees. The Board noted the potential risks and actioned TB, SB and MB to seek either independent or group legal advice separate to SUSS and NUS

The Board noted the proposed budgets and approved the principle of a £30k surplus as a budget target.

*Action –* TB to submit the Block Grant paper

*Action –* TB, SB and MB to investigate legal options re pension issue

**05/18** **Student ideas:**

None to discuss.

**06/18** **Leadership Race update:**

 The Board noted the verbal update on the elections process and await the written report in June.

The level of student engagement, voting numbers and marketing options were discussed and the Board requested TB to liaise with the Presidents, Representation and Marketing to enhance next years Race.

*Action –* WH to provide Leadership Race paper for June

*Action –* TB to call meeting with new Presidents, Representation and Marketing in July/August

**07/18** **Presidents Manifesto Matrix:**

 The Board noted the continued progress made on the manifesto matrix and congratulated the team on the presentation and documentation of the impact the manifesto points appear to be having.

Manifesto selected update from the Presidents

ZC
All action and near completion

JJ
Course costs

EM
Varsity series

BW
Student Media – centralising student media

SH
Rent setting – 0% increase
Wellbeing report

**08/18 Information Release Request (JJ stood in as Chair):**

The Board noted the request for information release and after discussion and points of clarity on our confidentiality of complaints and procedures from SB the request was denied

*Action –* JJ to respond to request

**09/18 External Board Review:**

The Board noted the requirement for an external review under the new governance code and a range of option were requested including NUS due by the December meeting as providers outline their offers.

*Action –* TB to collate proposals by December

**10/18 Objectives & Management of CEO incorporating update:**

The Board noted the CEO activity update and confirmed the format works well, the areas of critical delivery will be added in to the objectives. The Board will be included in the appraisal to be sent out May/June for report at June Board

Timeline agreed for the CEO Management Process – as per document.

*Action –* TB to provide external company with Trustee emails

**50/18 Report from Staff Committee**

 The Board noted the staff committee update

**51/18 Report from F&GP Committee**

 The Board noted the F&GP committee update

**Items to note\***

**52/18 \*Report from Elected Officers:**

Board received and reviewed reports from SU President, VP Education, VP Sport, VP Socs & Comms and VP Comm & Welfare

The format needs reviewing as we have the new strategic plan and manifesto matrix so the impact can be seen here.

**53/18 \*Sustainability Report**

The Board noted the report

**AOB**

The Board discussed the change of DPC to DPO and actioned this to be completed via email post meeting

The Board noted the resignation of SB (mid June) and thanked her for her work over the three years in post.

The Board noted the change in university directorate with William Marshall leaving in June.

**Time and date of next meeting:**

Next meeting: Tuesday 26th June 2018

**Action Points:**

*Action* – TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support with execution/delivery **(ongoing)**

*Action –* TB to create KPI’s in line with strategic planning for the October meeting. **(ongoing)**

*Action* – AE to develop a WO job description **(ongoing – reassigned to JJ)***Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB create KPI’s for approval pre March meeting (**framework complete signoff June**)*Action –* TB/JJ to review format **(ongoing – tasked to incoming team)***Action* – TB KPI action ongoing *Action –* TB to submit the Block Grant paper
*Action –* TB, SB and MB to investigate legal options re pension issue
*Action –* WH to provide Leadership Race paper for June
*Action –* TB to call meeting with new Presidents, Representation and Marketing in July/August
*Action –* JJ to respond to request
*Action –* TB to collate proposals by December
*Action –* TB to provide external company with Trustee emails